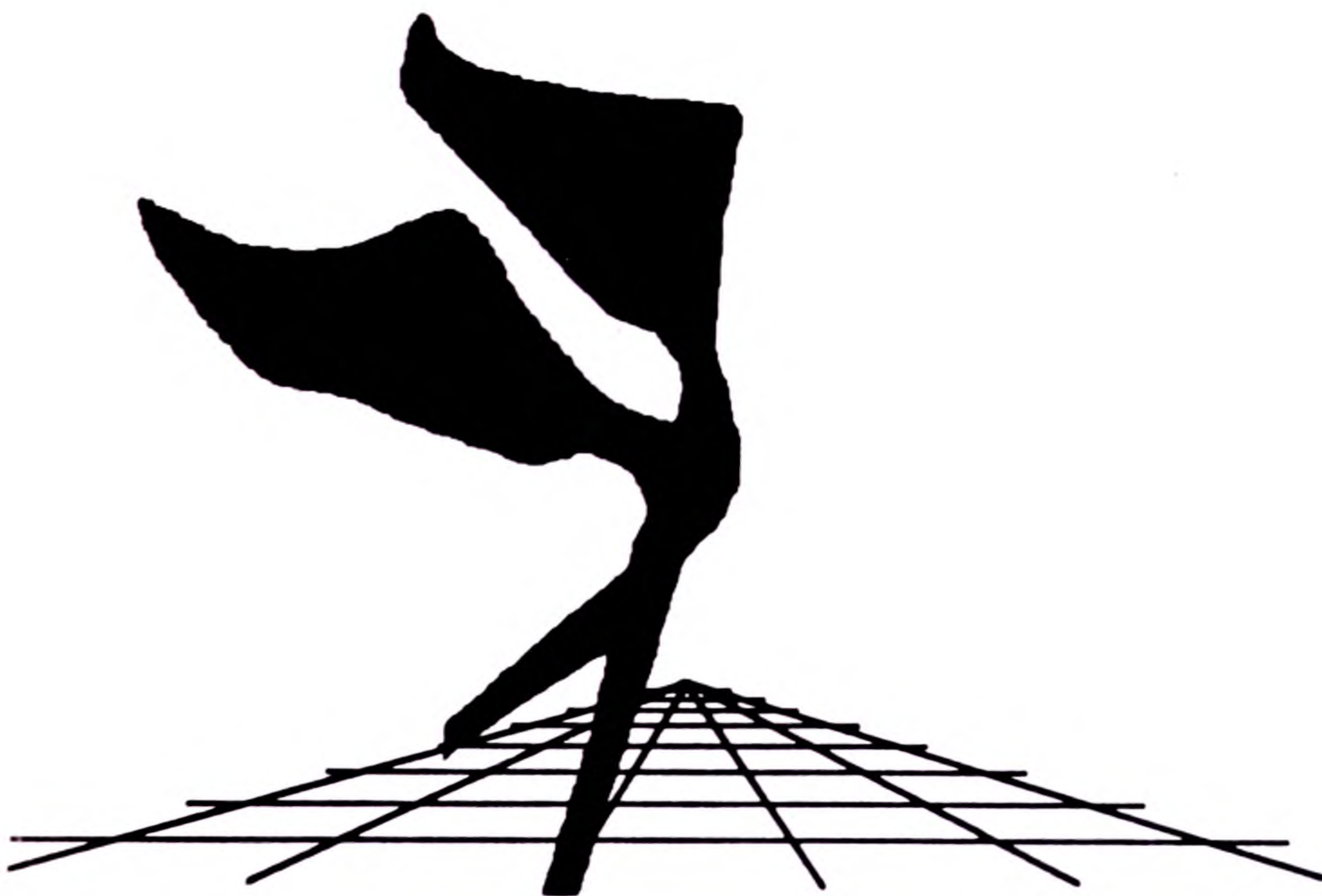


**UNIVERSITY OF WOLLONGONG**

**LIBRARY**

**ANNUAL REPORT 1989**



**UNIVERSITY OF WOLLONGONG**

**LIBRARY**

**ANNUAL REPORT**

**1989**

**THE UNIVERSITY OF WOLLONGONG**



## LIBRARY LOGO



The logo has two components - a webbed cone and a representation of the Bert Flugelman statue of Mercury which commemorates Lawrence Hargrave.

The webbed cone at the bottom of the logo symbolises several things - base of the statue, Mt Keira and information networks.

In Roman mythology, Mercury was the messenger of the gods and was constantly asked to undertake delicate and confidential task. He was associated with flight, science, trade and speed. As Mercury's primary task was to deliver information as quickly as possible, it is appropriate to incorporate him in the logo.

## UNIVERSITY OF WOLLONGONG LIBRARY

Annual Report/the University of Wollongong  
Library.

Wollongong: University of Wollongong, 1974-

Continues: Annual report issued by the Wollongong  
University College Library.

ISSN 0726-3007



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## INTRODUCTION

1989 was an extremely successful year for the Library. Without the distraction of amalgamation, the University was able to concentrate on consolidating existing activities and fostering new activities. The decision to remain a single campus institution permitted the traumas suffered by some other libraries to be observed with sympathetic detachment. Despite the pressure caused by increased student numbers, the Library was able to develop initiatives taken in 1988 and to embark upon new developments.

Various measures were used to evaluate performance. They included the extent to which the Library was able to:

- \* complete strategic planning objectives determined at the end of 1988;
- \* acquire increased funding for Library services;
- \* improve the quality and range of basic services;
- \* introduce new services and facilities particularly those which improved access to information sources not held by the Library;
- \* implement mechanisms which increased the cost-effectiveness of services;
- \* maintain high levels of staff performance, skills and job satisfaction;
- \* attain continued positive user reactions to, and support of, services and initiatives.

Strategic planning methods were introduced in 1986 and have been the subject of constant refinement. By the end of 1988, it was apparent that the creation of detailed planning documents was time consuming and counterproductive. The ability to achieve objectives tended to be overshadowed by the planning process and unexpected developments were not easily incorporated.

To overcome these drawbacks, each section of the Library was required to set a maximum of five key results for achievement during 1989. This method of planning assumes the performance of ongoing activities and concentrates on a limited number of achievable goals. Limiting the planning process enables a more economical use of staff time, reduces negative attitudes toward strategic planning and encourages flexible approaches to the use of resources.

The most notable planning objectives achieved during the year were:

- a. the formulation of five year development plans for general and computing services;
- b. an increase in book vote and general maintenance funding;



- c. the completion of a stocktake of the monographs collection and a review of the reference collection;
- d. the documentation of general policies and procedures in the form of a Library Management Guide;
- e. the development of computer assisted learning packages to assist students to orientate themselves to Library facilities and to acquire basic catalogue skills;
- f. the implementation of the serials module of the PALS Library System;
- g. the establishment of a new position of Deputy University Librarian to which Felicity McGregor was appointed;
- h. the installation of local area networks within the Main Library.

An important subsidiary objective was maintaining the physical attractiveness of all Library facilities. Negotiations with the curator of the University's art collections resulted in the allocation of a number of works for the Main Library. In addition to paintings, two sculptures by Bert Flugelmann were located in the Special Collections area.

Some art works owned by the Library were framed and displayed in public areas. A major acquisition was a limited edition of Morris West's play, *The Heretic*, which included original lithographs and prints by Idris Murphy, a postgraduate Creative Arts student. The copy purchased by the Library was one of twenty bound in vellum and included a separate copy of each print which will be displayed in the Library from early 1990.

By the middle of the year, it was clear that the University would establish a Faculty of Law by 1991. Implications for the Library were assessed and planning commenced. Although the Library has a collection of legal materials, it is insufficient to support a Faculty of Law at a standard desired by the University. A major donation of historical law books was received from a local solicitor, Edgar Beale. This donation was the last of many made by Mr Beale during his long association with the University.

At its annual planning conference, the University placed considerable emphasis on the need to develop strategic alliances with other institutions and organisations. Senior Library managers visited local libraries to review existing cooperative arrangements and to discuss further means of sharing access to collections. Visits were made also to key University departments. An important agenda item in these discussions was the development of strategies to lessen the dependence of students on the Reserve Collection.

Staff development and training continued to be an important endeavour. In addition to attendance at external conferences and University sponsored courses, Library staff were able to participate in a range of inhouse activities. All staff, including student assistants, participated in sessions which examined the contribution of the individual to the image of the Library. Other courses included word processing and writing skills.



There were substantial changes in the staffing of the Library during the year. Over one third of all positions were vacant for some period. This had been planned carefully during 1987 and 1988 to ensure that appropriate staffing could be implemented when construction of stage 3 of the Main Library was completed. In the interim, only key positions were filled and considerable use was made of casual and student assistance. This permitted a very cost-effective and flexible use to be made of staff resources. The overall effect of the change in the staff profile has been the shattering of entrenched attitudes and a greater realisation of the Library's role and obligations as a service provider.

In 1990, the Library will continue to review and assess its operations to ensure that resources are used with the utmost effectiveness. Although the bulk of Library activities will be dependent on University planning, some programmes will be affected by developments in the wider library community. A review of tertiary education libraries has been mooted by the Federal Government. If this proceeds, it will be possible to evaluate more readily the effectiveness of Library planning and management in comparison with other university libraries.

The major undertaking for the Library in 1990 will be the establishment of a law library. The physical location will be within the Main Library initially and this will add to the existing stress on services and facilities. In establishing a Faculty of Law, the University has identified areas of specialisation and has emphasised the development of joint degrees. This has advantages for the Library as the development of collection policies will be facilitated and it will be possible to develop strong library collections in the areas of specialisation.

As one of the smallest Australian universities, Wollongong may not be able to match the endeavours of larger, better endowed, institutions. However, like the University, the Library aims to develop services and facilities which are the best possible in relation to the resources available. The foundations are now solidly in place and the emphasis for 1990 and beyond will be the realisation of this aim.

*John Shipp*  
*University Librarian*



## TECHNICAL SERVICES

*The Technical Services Division is responsible for acquiring, organizing and providing access to information about library materials. The Division aims to maximise the effectiveness of its functions by ensuring that the bookvote is optimally allocated and expended, by continuing to improve both the accuracy and currency of the bibliographic database and physical access to the Library's collections.*

### General Summary

The Division was affected by administrative restructuring which transferred the Loans Department to the Information Services Division. The position of Deputy University Librarian was established and the Technical and Circulation Services Librarian was successful in her application for this position and was appointed in March.

The position of Divisional Head remained vacant for the remainder of the year, most of the duties of this position remaining with the Deputy. Renamed *Technology Development Librarian* to emphasize the importance of a technological background, the Divisional Head's position was advertised in December. The systems function was added to the traditional Acquisitions, Cataloguing and Serials functions.

All vacant positions in Acquisitions were filled during the year. Together with the introduction of air mail delivery for most orders, the Department was able to reorganize the work effort so that staff could be regularly released to other sections of the Library, particularly Cataloguing and Inter-Library Loans. This was of benefit to both the departments concerned and to the individual staff members who learned new skills.

Staff were enthusiastic about acquiring word-processing and other computer-based skills. A number of staff are now conversant with the same software and are able to cover most of the Division's word-processing needs by sharing equipment and expertise.

Divisional staff continued to assist Information Services by participating in rosters on the Information Desk, transfer of staff positions and the handling of enquiries, particularly in relation to the serials collection.

The number of titles acquired in 1989 increased substantially owing to a number of factors including favourable currency exchange rates. The magnificent second edition of the *Oxford English Dictionary* was an exciting acquisition for members of the staff, (both academic and Library), who retain a passion for the English language. Others were excited by the Library's decision to use available funds for the purchase of additional databases on CDROM.

Considerable additional input was required from Serials staff as implementation of the PALS Serials subsystem commenced. It is expected that the benefits, in terms of ease of entry and accuracy of holdings, will equal the effort required to replace the existing card entry system.

Several significant "house-keeping" projects were either completed or reached final planning stages during the year. A significant number of non-ABN records were removed from the bibliographic database and large numbers of corrupt records were updated. Reviews of the reference and reserve collections involved acquisitions staff in additional purchasing. The ABS collection was upgraded and reorganised. Objectives and procedures were developed for the stocktake which commenced in December and was scheduled for completion early in 1990.



Although the Division lacked a full-time Head for most of the year, the achievements have been considerable and are largely due to the hard work and expertise of both staff and supervisors of all departments.

*Felicity McGregor,  
Deputy University Librarian.*



## ACQUISITIONS

*The Acquisitions Department is responsible for the ordering and receipt of monographs and non-book materials. The Department ensures that the collection is responsive to user needs and that the monograph book vote is spent with maximum cost effectiveness.*

## HIGHLIGHTS

It is pleasing to note that, as a result of several factors, there was a substantial increase in the number of books purchased for the Library in 1989. The factors include an increase in the monograph bookvote, the use of some funds not previously available, and the application of research grant funds of several academic staff to the purchase of books for the Library.

As in previous years the generous contributions of donors to the Library considerably enhanced the Library's collection. Major donations in 1989 included those from the Canadian Consulate, from Associate-Professor Ken Turner (formerly of the Department of Government, University of Sydney), and from the 1988 graduating class of Human Movement students.

The efficiency of the Acquisitions Department was improved by the substitution of British Books in Print on microfiche with the CD-ROM version of this database. It was also decided to subscribe to the CD-ROM version of (U.S.) Books in Print from the beginning of 1990.

## ACTIVITIES

The Acquisitions Department, in conjunction with the Information Services Division, improved the relevance of the Library's collection by implementing a programme to purchase additional copies of high use materials and to replace items which are missing but still required by users.

As a step towards greater integration of the departments in Technical Services, some Acquisitions staff spent a proportion of their time in the Cataloguing Department assisting with copy cataloguing and the 1989 stocktake. One member of the Acquisitions staff worked in the Interlibrary Loans Department for three months to relieve a member of staff on long service leave.

Visits were received from representatives of the following major suppliers: CCH, DA Books and Journals, Identic Books, Law Book Co., and University Microfilms. Staff from the Acquisitions Department visited Bennett's in Sydney.

*Jenny Ross  
Acquisitions Librarian*



## SERIALS

*The Serials Department oversees the ordering and receipt of serial publications, maintains records to ensure appropriate budgetary allocation among faculties, ensures new serials are displayed on receipt and that back issues are bound as volumes become complete. A computerized record of subscriptions is maintained which also records allocation by faculty. The department's responsibilities include government publications.*

## HIGHLIGHTS

Early in 1989, the software for the PALS Serials Subsystem was loaded and in August, after a trial period, entry of serial records commenced. With the implementation of this system, records currently maintained manually on the card system, or "Visidex", will be automated.

The ABS Collection was relocated and considerably upgraded through purchase and binding. A comprehensive review of this material was completed during the year. Gaps highlighted in the review are being remedied and the expansion of this collection will continue.

The Library added to its collection of microfilm backsets of newspapers. *The Australian*, *The Australian Financial Review* and the *Sydney Morning Herald* are all now available in this format. Orders have been placed for microfilm backsets of both the *Melbourne Age* and the *New York Times*.

Extra funds were provided to faculties early in the year for the purchase of either monographs or serials. Most elected to purchase new serials and the Library has since added in excess of one hundred new titles.

Donations received during the year included a small collection of Papua New Guinea Parliamentary Debates. A donation was also received from the students of the 1988 graduating class of the Department of Human Movement for the purchase of a three-year subscription to the *American Journal of Sports Medicine*.

## ACHIEVEMENTS

The main efforts of the Serials Department focused on the preparation of records for entry into the PALS subsystem. To date, almost 2,000 records have been entered and it is anticipated that entry of all current subscriptions will be complete by April/May 1990. Check-in of serials will commence at the beginning of first session. All Serials staff were involved at some level and staff duties were re-arranged to accommodate the extra work entailed in collecting and entering serials information.

The Current Serials Display proved a most popular and successful innovation. As well as providing easy access to the latest journal issues, the binding of completed serial volumes proceeded more effectively than in previous years.



Following the installation of the microfiche Australian Standards collection, the hard copy collection was weeded. The remaining items will be individually catalogued and made available for loan.

A large proportion of the 1890-1930 Royal Commissions (50 volumes), formerly stored in compactus, have been bound and are now awaiting cataloguing.

*Carole Alcock*  
*Serials Librarian*



## CATALOGUING

*The Cataloguing Department organizes and processes library materials to ensure that they are shelved in their appropriate subject areas, and that they can be readily located. The chief tasks involved in accomplishing these objectives include the preparation of a catalogue record for each individual item and labelling with its assigned call number. Maintenance of the on-line catalogue is also performed by this Department.*

## HIGHLIGHTS

With the continued growth of the PALS catalogue database it was decided that the full-time attention of a senior staff member was required to oversee the local system aspects of cataloguing work. The management structure of the Cataloguing Department was therefore rearranged to accommodate this. Sharat Arora, the Chief Cataloguer assumed responsibility for the new Bibliographic Unit, while Rod Higham was appointed as Senior Cataloguer to manage the day-to-day operations of the Department.

A project was organized to identify and correct serial catalogue records which had corrupt holdings statements, caused by a data entry problem in the early stages of our automation. Approximately 400 records were amended resulting in a far more accurate serials catalogue.

Another completed project was the deletion from the catalogue of items which were missing when the collection was barcoded, in preparation for the installation of the automated circulation system. In the course of this project some 2119 items were withdrawn. Titles of the missing items were referred to the Acquisitions Department which will consider whether replacements are warranted.

Late in the year, a stocktake of the general monograph collection commenced. This was scheduled for completion in February 1990.

## ACHIEVEMENTS

In addition to the above activities, very satisfactory results were achieved in the output of normal work.

The keying of original catalogue records into the Australian Bibliographic Network saw a backlog of over 1 000 records reduced to a minimal number.

There was also a substantial increase in the number of items catalogued and processed, some 2844 more than in 1988. This high level of output ensured that the objective of cataloguing all new material within three weeks of receipt was continually met throughout the year.

Further inroads were made into the backlog of music records and scores awaiting cataloguing. Just over 1 300 items were catalogued, approximately 400 more than in the previous year.

## PROFESSIONAL ACTIVITIES OF STAFF

Rod Higham attended the Information Online 89 conference, held in Sydney, Jan. 17-19, and the quarterly meetings of the NSW ABN User's Group, at the NSW State Library in Sydney.



Rita Rando attended a meeting of the NSW Branch of Australian Music Librarians at the Sydney Opera House, in October.

Rita also visited a number of libraries during her trip to Italy, earlier in the year. These included the University of Bologna Library, the University of l'Aquila Library, State Library of Abruzzi, the State Sound Archives in Rome and the Agnelli Foundation Library and Archives.

During her visit to the Agnelli Foundation Institute Rita initiated negotiations for the donation to our library of De Italia, the videodisc encyclopedia of Italian civilization. This was received in November and is a valuable acquisition for the library's collection. Rita also attended the following conferences while in Rome:

National Librarian's Conference, June 2-4;

International Education Conference, May 1-4.

*Rod Higham*  
*Senior Cataloguer*



## ARCHIVES

*The University Archives is responsible for the identification, selection, transfer and preservation of those records of the University deemed to be of long term or permanent value. The Archives also has a unique and valuable collection of records relevant to the University's teaching and research programmes. Allied with its conservation function the Archives maintains the Library's Rare book and Thesis collections.*

## HIGHLIGHTS

During 1989 the Archives aimed to consolidate the increased public profile achieved during 1988.

Two photographic exhibitions on the history of the University were mounted during the year. These were held during Heritage week in April and University Open Day in October.

In June, The Cochrane Collection: A Preliminary Guide was published. This unique collection is attracting interest from all over Australia. The collection documents Papua New Guinea culture between 1949 and 1969 and includes over 500 colour transparencies and 400 photographs and sound recordings of indigenous music. To date, the Guide has been promoted by The Pacific Manuscripts Bureau in Canberra and the University Archivist was interviewed by Radio Australia in November as part of a feature on the Collection.

The Rare Book collection was transferred to the Archives Compactus Area for improved storage. Cabinets were obtained for the Rare Books Room and part of the collection was housed in them.

## ACTIVITIES

Twelve new record series were transferred to the Archives from within the University. This included over 30 shelf metres of records from the Friends of the University. Approximately 200 shelf metres of ongoing transfers were received from Central Registry, Finance and Purchasing. Material was also received from the University Union including early photographs.

Steps were taken this year to ensure that complete sets of University Publications were held by the Archives and that future publications would be routinely received.

Major collections processed this year included the papers of Elliot V. Elliot, former Federal Secretary of the Seamen's Union and the ACTU Congress papers.

The records of the Building Workers Industrial Union will be temporarily transferred to the Wollongong Archives for the benefit of a post-doctoral fellow who has commenced research into the history of the Union.

The Archives has a diverse and comprehensive collection of publications concerned with left wing politics. Preliminary work has commenced on arranging and describing the collection.



## PROFESSIONAL ACTIVITIES

The Archivist took an active interest in local Community Activities. This included: membership of the Council of the Illawarra Historical Society, chair of the Management Committee of the Illawarra Museum and member of the Environmental Heritage Committee. The Archivist continued to attend monthly meetings of the Australian Society of Archivists, Sydney Branch.

*Annabel Lloyd*  
*Archivist*



## SYSTEMS

*The Systems Department is responsible for the management of Library software including testing, maintenance and development. The Systems Librarian assists with the training of staff in the use of software, develops specifications for software enhancement and modification, provides user documentation and manages the Library's microcomputer hardware and software resources.*

## HIGHLIGHTS

The PALS system was considerably enhanced early in the year by the installation of a major new software release. A number of new functions were added, notably the Serials and Acquisitions subsystems. The OPAC and Circulation functions were significantly revised and the Circulation module, particularly, showed itself to be a more robust product.

The first meeting of the Australian PALS User Group was held in September at the VALA (Victorian Association of Library Automation), conference in Melbourne. Representatives from all four sites and UNISYS were present. The meeting was characterized by the commonality of concerns amongst the sites and resulted in firm commitments from all participants to use that forum in order to have our case better heard by UNISYS.

Significant increases in the number of microcomputers and microcomputer applications occurred during the year. The CD-ROM service was swamped by eager users requiring additional PCs and more efficient installation and maintenance practices.

Joint developments with the University's Apple Consortium using Hypercard were begun in the second half of the year. A Hypercard "front-end" for PALS OPAC searching is now at the beta test stage. This will be distributed early in 1990 for assessment by selected academic users.

## ACTIVITIES

Development of PALS has been hampered by performance problems on the UNISYS 2200 mainframe, and by the lack of such features as foreign currency handling in the Acquisitions subsystem, and a Bookings function within the Reserve component of the Circulation module.

Progress was made, however, on each of these fronts during 1989. A Foreign Currency Handler is currently being written by UNISYS, and the PALS developers in the United States are working on a bookings system. Hardware problems have been minimised. However, it is now apparent that the sophistication of the PALS software necessitates a faster machine.

The reliability of the communications infrastructure supporting PALS in the Library and on campus generally was a major issue during the year. While the backbone for the Campus Network is now in place with access to PALS from any workstation almost a reality, there are still issues to be resolved regarding access to the mainframe from the UNIX host supporting the network. A TCP/IP module for the UNISYS 2200 has been purchased. Ethernet communications for dumb terminals are being phased in.



TCP/IP and a more reliable communications platform will also hasten the much-needed increase in the number of both public access terminals and technical service workstations within the Library. The Systems Librarian worked closely with Computer Services for much of the year on planning for and purchasing components for the Library's local area network and campus network access. An essential requirement is for the one microcomputer to be capable of accessing the PALS asynchronous environment for technical and administrative work and also to the fileserver for word processing, remote dialup for online searching, spreadsheet applications, file-sharing and Campus Network access.

The Systems Librarian worked with the Online Services Librarian to ensure software updates and maintenance of CD-ROM databases were carried out quickly and efficiently. He also provided training in the operation of PCs, printers and software for staff throughout the Library.

A plan of action to restructure the bibliographic and item areas of the PALS database was drawn up for action during early 1990. Significant effort was put into development of a new set of shelflist locations, implementation of location automatic stamps in bibliographic records and routines for regularly updating indexes.

*Neil Cairns*  
*Systems Librarian*



## INFORMATION SERVICES

*The Information Services Division is responsible for providing efficient access to information held in both this library and other libraries. It is also responsible for circulating library materials. The Division includes the following sections, Inter-Library Loans, Reference and Reader Education Services, Online Services, Audio-visual and Circulation.*

### GENERAL SUMMARY

The appointment of a new Information Services Librarian plus the implementation of a planned restructuring of the Division meant that 1989 was a year of considerable change. The Loans Department, previously part of Technical and Circulation Services, became part of Information Services, thus facilitating a coordinated approach to services to users.

These changes provided the opportunity to review existing services and to introduce additional services designed to meet the needs of an increased number of students and a wider range of teaching and research programmes.

A review of the reference service resulted in the introduction of a permanent roster and increased staff on the Information Desk during busy periods. The collection of regular statistics commenced. As in the past, some staff from Technical Services were rostered to the Information Desk but this was placed on a more regular basis than before. The Loans Librarian, also, is now regularly rostered to the Information Desk.

As part of a formal review of the Reference Collection, an allocation for new reference material was made from general funds. Faculty librarians are continuing to identify material for purchase, relocation or discard. The review will be completed early in 1990.

The Library subscribed to an additional six CDROM databases in 1989 and the popularity of using this mode of searching increased. Approximately two thousand searches were conducted during the year. ABI/Inform was the most heavily used of the databases. The use of CDROMS will continue to be monitored during 1990 and the issues of training and networking will be addressed.

Consistent with the Library's aim of implementing appropriate and cost-effective technology, computer assisted learning, (CAL), programmes were developed and offered to students for the purpose of Library familiarisation. Guided tours are no longer an efficient means of handling the orientation of large numbers of new students in a short space of time.

In Loans a new release of the PALS circulation software provided some enhancements to the system including improved management information for staff. The Reserve Collection was reviewed with the aim of streamlining procedures and reducing dependence on a relatively small number of items.



Inter-Library loans benefited from the introduction of ILANET, an electronic mail system developed by the State Library of New South Wales. Used by most major Australian libraries, it allows the Library to send and receive inter-library loan requests that were previously sent by mail or telex. The system also allows down-loading of requests for filing purposes. An alternative inter-library loan system developed by the Australian Bibliographic Network at the National Library also commenced operation in late 1989. As a member of ABN we intend to trial this system with other NSW University Libraries in 1990.

Steps were taken to improve the facilities in the Audio-visual section. New listening and microfilm reader/printing equipment and new carrels to house some of this equipment were purchased. The Library also purchased its first Video-disc player having received a donation of *De Italia* a videodisc of Italian civilization. It is hoped that this will be heavily used by many students in the Arts Faculty, particularly the Languages Department.

Communication within the Division continued to improve with the introduction of regular meetings for Information Desk staff, Faculty Librarians and Senior Librarians. Some members of staff also participated in other meetings and committees in the Library, for example, the Staff Development Committee and Senior Staff meetings.

Information Services staff continued to be involved in staff development programmes. Two sessions of particular interest were an all-day seminar on Reference services conducted by Julie Russell of the State Library of NSW and a half day information meeting for Student Assistants. It is intended that the latter session will be offered on a regular basis.

In conclusion, 1989 was a year of considerable change for the Division. The successful implementation of so many changes and the subsequent marked improvements in services is attributable, to a great extent, to the willingness and cooperation of Divisional staff. Further improvements are planned for 1990.

*Craig Grimison*  
*Information Services Librarian*



## LOANS

*The Loans Department is responsible for all activities associated with the issue and discharge of material loaned to borrowers. This includes the shelving of material returned from loan or used in the Library. A large component of the Department's activity relates to the Reserve Collection, which provides a temporary location for material on student reading lists and in heavy demand. This includes books from the Library collection, photocopies and some items belonging to the academic staff.*

*The Department is also responsible for the supervision of Library photocopying services. Photocopiers are provided in the Library on a fee for service basis for use by both students and academic staff.*

## HIGHLIGHTS

The Department was administratively located in the Information Services Division, having previously been part of the Technical and Circulation Services Division. This change resulted in a more unified approach to the service of users.

A new release of the Circulation software in March resulted in several enhancements to the system and provided more information to staff.

## ACTIVITIES

- ★ The loan conditions for academic staff were extended to provide long loan periods with common expiry dates. This change resulted in fewer overdue.
- ★ The restrictions on the loan of certain audio-visual items, notably compact discs, were relaxed in order to make this material available for loan to all borrowers.
- ★ As part of the Library's commitment to staff development, a number of staff were rotated to other sections. Two General Library Assistants were temporarily transferred to the Technical Services Division and their positions were filled by casual staff. The Library Assistant in charge of the Reserve collection exchanged positions with a member of the Acquisitions staff for four months. This has provided complementary experience for both of the staff concerned.
- ★ Recognising the labour intensive nature of the Reserve collection, a review was conducted of Reserve collection usage and some of the procedures currently in force. As a result, new deadlines for submitting requests were established and the number of items per course was restricted.
- ★ Loan and Reserve statistics were both down on 1988 figures. The lower Reserve figure is probably due to the fact that software and some hardware for use in the Macintosh laboratory were no longer the responsibility of the Reserve Collection.
- ★ General Library usage remained high. The figures for the entry gate and the number of photocopies made were considerably higher than the 1988 figures.

*Neil Grant  
Loans Librarian*



## READER EDUCATION

*The purpose of the Reader Education programme is to provide instruction in the use of Library resources and development of research skills. Orientation tours, online catalogue classes, and subject oriented classes are used to achieve this aim.*

## HIGHLIGHTS

This year there was opportunity for the Faculty Librarians involved in Reader Education to continue with traditional approaches, but also to experiment with some new ideas. The development of a CAL (computer assisted learning) package and the increased use of CD ROMs gave Reader Education staff the opportunity to provide students with a different approach to finding information.

## ACTIVITIES

- \* During the 1989 Orientation Programme, two approaches to library orientation were used. Students were given the option of taking a self-guided tour or of using a CAL (computer assisted learning) programme to become familiar with the Library and its services. Both options were designed for students to use at their own pace.
- \* The Library, as part of the University's computer literacy programme, conducted online catalogue classes for 1000 new students during the first four weeks of session. These classes were taught by Library staff from all areas of the Library, giving everyone the opportunity to become involved in the Library's Orientation Programme. Orientation tours and online catalogue classes were also conducted for mature age, Aboriginal, and Wollongong English Language Centre students.
- \* The Library was given the opportunity to participate in the Gateway Programme, a programme designed to prepare students for University entrance. Two groups of students were each given six hours of library instruction. Students were taught to use the online catalogue, given a tour of the Library, and completed a session in basic research skills.
- \* The Library's reader education programme was developed to include not only traditional printed sources but also CD ROM, information transmitted in machine readable form and other non-traditional sources. Bibliographic instruction classes were conducted throughout the year, including Summer Session. The CAL Programme, developed for Orientation, was integrated into the Commerce first year groups and ranged from basic library skills for 100-level students, to the use of specialised research tools for postgraduate students.

## REFERENCE SERVICES

*The function of Reference Services is to provide access to information necessary to support and enhance the teaching and research activities of the University.*



## HIGHLIGHTS

To meet the aims of Reference Services greater emphasis was placed on service. An additional Faculty Librarian was added to the area, enabling two people to be rostered to the Information Desk during peak periods of the day. The Library's Chief Cataloguer, Government Publications Librarian and Loans Librarian were all rostered on the Information Desk for one or two sessions per week thus providing a more efficient service to library users.

All the Faculty Librarians were involved in selecting materials for the Reference Collection during 1989. During second session a review of the Reference Collection was started, and is expected to be completed before first session 1990.

## ACTIVITIES

- \* As part of the Library's commitment to improving services, Julie Russell conducted a one day seminar on information services for all Information Desk staff. One of the results of the seminar was the suggestion that the Information Desk be relocated so that it would be more visible to Library users.
- \* From the beginning of Second Session, statistics were recorded for activity at the Information Desk.
- \* Petra Carpenter, as part of her studies at Charles Sturt University, spent three weeks working in Reference Services. During that time she was given a brief introduction by each Faculty Librarian to their area of responsibility, was rostered on the Information Desk, and completed a review of a small section of the Psychology reference materials.
- \* All of the Library publications were revised and additional materials were written for *Opening Hours*, *Compact Discs* and *Serials*. All new publications incorporated the Library's new logo.

Library displays included:

Australian Feminist Writers Book Fortnight, 1-17 Sept 1989

*Carol Stiles*  
Reference Librarian



## ONLINE SERVICES

*The main function of Online Services is to support research activities by providing access to information stored in remote data bases or compact discs. Both options provide access to very recent information.*

## HIGHLIGHTS

The following additional databases on CDROM were added in 1989: *ABI/Inform*, *Business Periodicals Index*, *CCINFO*, *Medline*, *Psyclit* and *Socio file*. They proved extremely popular and have been well used all year. A table indicating the usage of the CD ROMs during 1989 is included in the *Statistics* section.

## ACTIVITIES

With six extra CD ROM databases on offer, Faculty Librarians were required to learn the new systems and instruct academics and students. In most cases, the training was carried out on an individual basis or in small groups of up to five people. *ABI/Inform* proved to be in constant demand and several large group demonstrations were held for students and staff from the Commerce Faculty.

- \* As further databases are acquired which range over a number of systems, training procedures may need to be reviewed.
- \* At the end of 1989, an assessment was made of the CDROMS and their usage. *Business Periodicals Index* will be cancelled (hard copy will be retained) due to low use, (*ABI/Inform* is preferred because it provides abstracts). The hard copy of *Dissertation Abstracts* will be cancelled in favour of retaining the complete set of CDs back to 1861. All other CDs will be retained.
- \* The introduction of CDROMS provided access to databases as rapidly as through online searching without cost. This has reduced the number of online searches being requested through Dialog (40% decrease). The total number of searches dropped by 33% from 160 (1988) to 115 (1989).
- \* With the changeover to using a microcomputer for online searches, staff were trained in the use of the Dialog link and X-world software packages. These provided options for printing or downloading results.
- \* As part of the University's computer literacy requirements, new students are required to complete a Library component consisting of an on-line catalogue class. This has placed an enormous demand on Library resources and the provision of this service will be reviewed in 1990.



## TRAINING

- ★ An *STN*, (*Science and Technical Information Network*), Workshop was held at the University. It was attended by three faculty librarians (two as a refresher and one as a new system) and two librarians from Sydney. *CAS* (*Chemical Abstracts Services*), is the database most used on this system and, as these searches tend to be complicated and protracted everyone, including the experienced searchers, derived some benefit from the workshop.
- ★ Four librarians attended Dialog training seminars: the advanced course and the Business seminar. One attended the Ausinet basic course and one the Ozline course conducted by the Office of Library Cooperation.

*Mary Tow*  
*Online Services Librarian*



## INTER-LIBRARY LOANS

*The main function of the Inter-Library Loans Section is to acquire information needed by our users which is not held by this library, and to make available items held by us to other libraries, both within Australia and overseas. The Inter-library Loans staff also provide support in other sections of the library as required.*

## HIGHLIGHTS

This was a year of change as we implemented two new communication systems. In September we started sending inter-library loan requests via ILANET, the electronic mail system of the State Library of New South Wales, which is used by most major Australian libraries. After a few minor difficulties initially, the new system was soon working well.

In December, the Library began accepting inter-library loan requests from other libraries via the Inter-Library Loan Subsystem of the Australian Bibliographic Network, another electronic mail system attached to an Australia-wide cataloguing network. This module only began operating in December and will be reviewed throughout 1990. The library will be participating in a trial of this system with other New South Wales University Libraries.

## ACTIVITIES

The Inter-Library Loans Staff participated in training sessions during the year to add to their skills:

G. Antonopoulos	Training Course on Use of Inter-Library Loans Module of Australian Bibliographic Network
R. George	Word Processing Course Keyboard Skills Course
N. Pierro	Introduction to Microsoft Word

Traffic continued to increase in the Inter-Library Loan Section. In 1989 we processed 8,589 requests from our users (a 5% increase over 1988). We received 5,932 requests from other libraries (an 8% increase over 1988 figures).

*Gay Antonopoulos  
Interlibrary Loans Librarian*



## AUDIO-VISUAL

*The Audio-Visual collection includes non book material such as music scores, maps, microforms sound recordings, video recordings, films, slides and multi-media kits. The Audio-Visual Librarian oversees this collection and the equipment associated with it and assists students and academic staff in the use of the collection.*

## HIGHLIGHTS

In 1989 a review of equipment needs was conducted and, as a result, new carrels were purchased as well as sound recording equipment and slide projectors.

Listening facilities were improved as a result of the new carrels and through the purchase of new sound cassette players.

A new microfilm/microfiche reader-printer was installed and a microfilm reader specifically for serial publications in microfilm format.

The library also obtained its first videodisc, *De Italia*, the videodisc encyclopedia of Italian civilization. The videodisc player, monitor and microcomputer for *De Italia* are located in the Audio Visual area and should be used extensively by students and staff in the Languages Department.

## ACTIVITIES

- ★ A significant number of new video recordings were added to the collection. *The Australian* and *The Australian Financial Review* newspapers were obtained on microfilm to improve the Library's research holdings.
- ★ In January 1989, the 17th Conference of the Australian Map Circle was held in Wollongong. The Conference brought together librarians, cartographers, map publishers, users and collectors from around Australia. The Audio-Visual Librarian was a member of the committee which organised this conference.
- ★ In April, the Audio-Visual Librarian attended the Conservation of Audio-Visual Material and Maps Workshop, held at the University of New South Wales.
- ★ The Audio-Visual Librarians Group of librarians from universities and colleges in Sydney, Newcastle and Wollongong met twice in 1989. These were attended by the Audio-Visual Librarian.

*Keith Gaymer*  
*Audio-Visual Librarian*



## CURRICULUM RESOURCE CENTRE

*The Curriculum Resources Centre provides collections and services which support and enhance the teaching and curriculum development functions of the University, especially the Faculty of Education.*

### HIGHLIGHTS

The University of Wollongong was chosen as the venue for the Third National Curriculum Resources Collection Conference, to be held in December, 1991.

The use of the centre continued to grow. Total loans increased by 6%, while the use of the Reserve Collection grew by 17%, despite the relocation of the School of Health Sciences, and the transfer of their Reading Lists to the Library.

### ACTIVITIES

- \* Reader Education classes continued, as part of the curriculum, for all first year students enrolled in the Bachelor of Education. Academic staff from the Faculty of Education conducted formal classes in the use of the Centre's audio visual equipment, as part of Learning and Teaching Studies.
- \* Introductory programmes were provided for Diploma of Education students. These classes were well attended and the proportion of Diploma of Education students using the Centre continued to increase.
- \* Special programmes were conducted for mature age students and students associated with the Aboriginal Education Unit. Introductory tours were given to all new and visiting academic staff of the Faculty of Education, some library staff and other interested staff.
- \* Current databases were updated and a number of new databases were developed particularly on topics associated with Reading Schemes. The micro-computer database continued to be developed and used as a findings list. It was also used as a teaching resources in both the undergraduate and post-graduate programmes of the Faculty of Education.
- \* In addition, a number of Theme Lists were compiled on various topics to assist students in locating a diverse range of material. Users are able to obtain printouts of all databases.
- \* Special projects completed during the year included:-
  - Recataloguing of the 16mm film and 8mm loop film collections.
  - The weeding of the collection for outdated materials, especially in the Mathematics/Science and English/Language sections.
  - Re-organisation of the Mathematics concrete materials into Geometry, Number and Measurement Resources.



- ★ The Centre was promoted through visits and displays of new materials, theme material and special displays, for complete displays of Australian and English As A Second Language to assist Asian Students enrolled at the Wollongong English Language Centre in the use of the Centre. A number of Special Interest groups visited the Centre. These included Riverina-Murray Institute of Higher Education-Library, Wollongong College of TAFE-Library Technician students and the American Elder Hostel.
- ★ The Curriculum Resources Centre was open to the public on University Open Day. Staff of the Faculty of Education were available to discuss, with prospective students, all aspects of teacher training courses. "Girls, Maths and Science" was the Open Day theme for the C.R.C. A selection of resources including Curriculum Support Materials and recent publications were displayed. "Find out what is happening in schools" was the topic for a most informative display of current issues in Education. Several book publishers mounted displays of their latest publications' of children's' books. These displays proved to be of much interest to the public.
- ★ One of the most popular activities was the Storytelling sessions. During these sessions stories were read to the children by Mehmet Mehmet, a student of the Faculty of Education and student assistant in the C.R.C. These sessions were very well attended and enjoyed by the younger visitors to the Centre.

*Rosemarie Dowe*  
*Curriculum Resources Librarian*



## STAFF DEVELOPMENT

The steady increase in staff training and development activities reflected the interest of staff, the commitment of Library management and continuing change in the workplace. Sixty seven staff members participated in some seventy five activities during the year.

Staff were particularly responsive to sessions on writing skills suggesting a need to maintain more traditional learning as well as continuing to develop awareness and skills associated with new technology.

A general information session for student assistants was held for the first time. This was in addition to the training sessions normally provided for all casual staff and was greatly appreciated by the student assistants who were most forthcoming with interesting suggestions and questions.

Induction for new staff was formalized for the first time by the development of a programme of required training and information for each section of the Library. Provision is made in the programme for all new staff to spend approximately two days in each department of the Library. Rotation within the Library continues to be requested by other staff also and will be given priority in 1990.

The Performance Management Programme, implemented in 1988, continued to operate effectively. Valuable feedback was received by means of a special "follow-up" session organized with the consultant originally employed to introduce the programme. In 1990, however, a more demanding form of performance appraisal will be introduced as part of a University-wide system. The *Annual Evaluation and Development Review* is designed to provide feedback to staff on a range of skills by means of ratings scales as well as to document training and development needs for planning purposes.

Towards the end of the year, the Staff Development Committee reviewed its objectives, terms of reference and membership. Armed with a renewed commitment to staff development, some changes in philosophy and an almost entirely new membership, the Committee looks forward to an ambitious programme in 1990.

*Felicity McGregor*  
*Convenor,*  
*Staff Development Committee*



## STAFF ACTIVITIES

### Carole Alcock

- \* Writing Skills & Report Writing, Lousie Meyrick  
- Library : 23, 30 January
- \* Performance Management Programme follow up  
- Brian Palfrey - Library : 8 February
- \* Selection Techniques - University : May
- \* Occupational Health & Rehabilitation, Alison Wicks  
- Library : 16 May
- \* Seminar-discussion "Stranger in the Library" Craig  
Grimison and Carol Stiles - Library : 31 May
- \* Demonstration of MAIS multicultural affairs data  
base - Lyn Farkas : 2 June
- \* UMI products including CD's - Susan Orchard : 4 July
- \* General Introduction to Technical Services - Library  
: 13 July
- \* Reference Services for Serials Staff - Carol Stiles  
- Library : 24 July
- \* Demonstration of OTC Intelnet : 1 August
- \* Seminar - Serials Librarian's Update - State Library  
of NSW : 18 August
- \* University Finances - General Staff - University  
: 19 September
- \* General Introduction to Archives - Annabel Lloyd  
- Library : 25 September

### Liza Allen

- \* Time Management Seminar - Louise Meyrick  
- University : 2 May
- \* Occupational Health & Rehabilitation, Alison Wicks  
- Library : 16 May
- \* Demonstration of Dissertation Abstracts on CD,  
Gwen McLellan - Library : 11 July
- \* Demonstration of Whitaker's Bookbank on CD,  
Jenny Ross - Library : 11 July
- \* Reference Services for Serials Staff - Carol Stiles  
- Library : 24 July
- \* Personal Effectiveness Training - Four Half days  
- Peg Macleod - University : 20-27 July, 3-10 August



**Helen Andrews**

- \* Performance Management Programme follow-up,  
Brian Palfrey - Library : 8 February
- \* Computer Awareness and Wordprocessing (Word) (3 days  
in total) - Library : 2-3, 7-10, 16-17 February
- \* Occupational Health & Rehabilitation, Alison Wicks  
- Library : 16 May
- \* Demonstration of Dissertation Abstracts on CD,  
Gwen McLellan - Library : 11 July
- \* General Introduction to Information Services  
- Library : 20 July
- \* Reference Services for Serials Staff - Carol Stiles  
- Library : 24 July

**Gay Antonopoulos**

- \* Performance Management Programme follow up,  
Brian Palfrey - Library : 8 February
- \* Training in the use of Fire Extinguishers  
- University : 2 August
- \* Training Course on ILL subsystem of ABN - Sydney  
: 16, 17 November

**Sharat Arora**

- \* Writing Skills & Report writing, Louise Meyrick  
- Library : 23, 30 January
- \* Performance Management Programme follow up,  
Brian Palfrey - Library : 9 February
- \* Computer Awareness and Wordprocessing (Word) (3 days  
in total) - Library : 2-3, 7-10, 16-17 February
- \* Occupational Health & Rehabilitation, Alison Wicks  
- Library : 16 May
- \* Seminar-discussion "Stranger in the Library" Craig  
Grimison and Carol Stiles - Library : 31 May
- \* Training in the use of Fire Extinguishers  
- University : 1 August
- \* OLC/ABN Authority Control Training : 14 August
- \* OLC/ABN Authority Control Training : 21 August

**Janet Barnes**

- \* Performance Management Programme follow up,  
Brian Palfrey - Library : 8 February



**Kim Beesley**

- \* Session on various floppy discs held in Reserve,  
Neil Cairns – Library : 8 May
- \* General Introduction to Archives- Annabel Lloyd  
– Library : 25 September

**Kerry Benny**

- \* General Introduction to Technical Services – Library  
: 13 July
- \* Induction for New Staff – Administrative Functions,  
– Library Executives – Library : 20 July
- \* General Introduction to Information Services  
– Library : 20 July
- \* Training in the use of Fire Extinguishers  
– University : 1 August

**Cheryl Brindle-Jones**

- \* Occupational Health & Rehabilitation, Alison Wicks  
– Library : 16 May
- \* Demonstration of Dissertation Abstracts on CD,  
Gwen McLellan – Library : 11 July
- \* Demonstration of Whitaker's Bookbank on CD,  
Jenny Ross – Library : 11 July
- \* General Introduction to Information Services  
– Library : 20 July
- \* Reference Services for Serials Staff – Carol Stiles  
– Library : 24 July

**Ann Brown**

- \* Performance Management Programme follow up,  
Brian Palfrey – Library : 9 February
- \* Occupational Health & Rehabilitation, Alison Wicks  
– Library : 15 May
- \* Demonstration of Dissertation Abstracts on CD,  
Gwen McLellan – Library : 11 July
- \* Personnel Effectiveness Training Workshop,  
– Peg Macleod  
– University : 20-27 July, 3-10 August
- \* General Introduction to Information Services  
– Library : 20 July
- \* Training in the use of Fire Extinguishers  
– University : 2 August
- \* Visit James Bennett Library Suppliers : 13 November



**Paula Brown**

- \* Seminar-discussion of "Stranger in the Library"  
Craig Grimison and Carol Stiles - Library : 31 May
- \* General Introduction to Technical Services - Library  
: 13 July
- \* Induction for New Staff - Administrative Functions,  
- Library Executives - Library : 20 July
- \* General Introduction to Information Services  
- Library : 20 July
- \* Curriculum Resources Collections conference  
- Canberra : 7, 8 December

**Janette Burke**

- \* Reference Services Common Ties - Melbourne  
: 17-19 November
- \* DIALOG - Beyond the basics - Sydney : 5 December

**Kath Cave**

- \* Performance Management Programme follow up,  
Brian Palfrey - Library : 8 February
- \* Job Seeking Skills, - Peg Macleod - University  
: 11 April
- \* Seminar on using printers, Neil Cairns - Library  
: 15 May
- \* Occupational Health & Rehabilitation, Alison Wicks  
- Library : 16 May
- \* Induction for New Staff - Administrative Functions,  
- Library Executives - Library : 20 July
- \* General Introduction to Information Services  
- Library : 20 July
- \* University Finances - University : 19 September

**Neil Cairns**

- \* Writing Skills & Report Writing, Louise Meyrick  
- Library : 23, 30 January
- \* DOS Survival skills, Management Technology Education  
: 27 January
- \* Information Storage and Retrieval, UNSW  
: 20-21 February
- \* Performance Management Programme follow up,  
Brian Palfrey - Library : 9 February
- \* Session on various floppy discs held in Reserve  
- Presenter - Library : 8 May
- \* Seminar on using printers - Presenter - Library  
: 15 May



- \* Occupational Health & Rehabilitation, Alison Wicks  
- Library : 16 May
- \* Demonstration of MAIS (multicultural affairs data base), Lyn Farkas : 2 June
- \* Visit to TAFE Library & BHP Slab Products Library : 6 June
- \* Demonstration of Whitaker's Bookbank on CD, Jenny Ross - Library : 11 July
- \* Introduction for New Staff - Administrative Functions, - Library Executives - Library : 20 July
- \* Australian Macworld Expo - Sydney : 2 November
- \* VALA Conference - Melbourne : 12-15 November
- \* Libraries and CD-ROM Seminar - Liverpool City Library ALIA - NSW Branch : 22 November
- \* Introduction to Hypercard - Apple Consortium : 13 December

### **Petra Carpenter**

- \* Performance Management Programme follow up, Brian Palfrey - Library : 8 February
- \* Time Management, - Louise Meyrick - University : 2 May
- \* Occupational Health & Rehabilitation, Alison Wicks - Library : 16 May
- \* Demonstration of Dissertation Abstract on CD, Gwen McLellan - Library : 11 July
- \* Demonstration of Whitaker's Bookbank on CD, Jenny Ross - Library : 11 July
- \* Visit James Bennett Library Suppliers : 13 November

### **Michelle Chilby**

- \* Performance Management Programme follow up, Brian Palfrey - Library : 9 February
- \* Computer Awareness and Wordprocessing (WORD) (3 days in total) - Library : 6-7, 13-14, 20-21 February
- \* Job Seeking Skills, Peg Macleod - University : 13-14, 20-21 February
- \* Occupational Health & rehabilitation, Alison Wicks - Library : 16 May
- \* Seminar-discussion of "Stranger in the Library" Craig Grimison and Carol Stiles - Library : 31 May
- \* General Introduction to Technical Services - Library : 13 July
- \* General Introduction to Information Services - Library : 20 July
- \* Dealing with the Public, University : 29 August
- \* Curriculum Resources Collections conference - Canberra : 7, 8 December



**Meg Dains**

- \* DIALOG course : 16 January
- \* Computer Awareness and Wordprocessing (Word) (3 days in total) – Library : 2-3, 7-10, 16-17 February

**Diane DeFaveri**

- \* Occupational Health & Rehabilitation, Alison Wicks  
– Library : 16 May
- \* UMI products including CD's, Susan Orchard : 4 July
- \* Training in the use of Fire Extinguishers  
– University : 1 August
- \* Basic Counselling Skills & Interview Techniques

**Gayle DeFaveri**

- \* Performance Management Programme follow up,  
Brian Palfrey – Library : 8 February
- \* Computer Awareness and Wordprocessing (Word) (3 days in total) – Library : 6-7, 13-14, 20-21 February
- \* Occupational Health & Rehabilitation, Alison Wicks  
– Library : 16 May

**Lorraine Denny**

- \* Performance Management Programme follow up,  
Brian Palfrey – Library : 8 February
- \* Computer Awareness and Wordprocessing (Word) (3 days in total) – Library : 6-7, 13-14, 20-21 February
- \* Occupational Health & Rehabilitation, Alison Wicks  
– Library : 16 May
- \* UMI products including CD's, Susan Orchard : 4 July
- \* Demonstration of Dissertation Abstracts on CD,  
Gwen McLellan – Library : 11 July
- \* Demonstration of Whitaker's Bookbank on CD,  
Jenny Ross – Library : 11 July
- \* General Introduction to Technical Services – Library  
: 13 July
- \* Training in the use of Fire Extinguishers  
– University : 1 August
- \* Australian Bookseller's Assoc. Conference and Trade  
Fair – Sydney : 14 September
- \* Visit James Bennett Library Suppliers : 13 November

**Bronwyn Donald**

- \* Demonstration of Dissertation Abstracts on CD,  
Gwen McLellan – Library : 11 July
- \* Demonstration of Whitaker's Bookbank on CD,  
Jenny Ross – Library : 11 July



- \* General Introduction to Technical Services – Library : 13 July
- \* Induction for New Staff – Administrative Functions, – Library Executives – Library : 20 July
- \* General Introduction to Information Services – Library : 20 July
- \* Reference Services for Serials Staff – Carol Stiles – Library : 24 July
- \* Training in the use of Fire Extinguishers – University : 1 August

#### **Rosemarie Dowe**

- \* Performance Management Programme follow up, Brian Palfrey – Library : 8 February
- \* CLANN meeting : 10 March
- \* CLANN annual general meeting : 25 May
- \* Which Way for the Curriculum – Australian Curriculum Studies Association – ANU : 6 – 9 July

#### **Pam Epe**

- \* Writing Skills & Report Writing, Louise Meyrick – Library : 23, 30 January
- \* Performance Management Programme follow up, Brian Palfrey – Library : 8 February
- \* Demonstration of Dissertation Abstracts on CD, Gwen McLellan – Library : 11 July
- \* Visit NSW Parliamentary Library : 28 July
- \* Reference Services for Serials Staff – Carol Stiles – Library : 24 July

#### **Annette Funnell**

- \* Occupational Health & Rehabilitation, Alison Wicks – Library : 16 May
- \* General Introduction to Technical Services – Library : 13 July
- \* General Introduction to Information Services – Library : 20 July
- \* Training in the use of Fire Extinguishers – University : 1 August

#### **Keith Gaymer**

- \* Australian Map Circle Conference : 29 January, 2 February
- \* Performance Management Programme follow up, Brian Palfrey – Library : 8 February
- \* Conservation workshop, U.N.S.W. – L.A.A, Helen Price : 27 April



- \* Occupational Health & Rehabilitation, Alison Wicks  
- Library : 16 May
- \* Seminar-discussion of "Stranger in the Library"  
Craig Grimison and Carol Stiles - Library : 31 May
- \* Demonstration of MAIS (Multicultural affairs data  
base) : 2 June
- \* Training in the use of Fire Extinguishers  
- University : 2 August
- \* Audio Visual Librarians Meeting : 6 october
- \* Audio Visual Librarians Meeting - University of  
Sydney : 1 December

#### **Sherilee Gardener**

- \* General Introduction to Archives- Annabel Lloyd  
- Library : 25 September
- \* Visit James Bennett Library Suppliers - 13 November

#### **Raji George**

- \* Performance Management Programme follow up,  
Brian Palfrey - Library : 8 February
- \* Computer Awareness and Wordprocessing (Word) (3 days  
in total) - Library : 6-7, 13-14, 20-21 February
- \* Occupational Health & rehabilitation, Alison Wicks  
- Library : 16 May
- \* Seminar Discussion "Stranger in the Library"  
Craig Grimison and Carol Stiles - Library : 31 May
- \* Keyboard Skills - Susan Smith - University : 3 July
- \* Demonstration of Whitaker's Bookbank on CD,  
Jenny Ross - Library : 11 July
- \* Training in the use of Fire Extinguishers  
- University : 1 August
- \* Keyboard Skills Workshop : 25 September, 6 October

#### **Neil Grant**

- \* Information Online 89 : 18 January
- \* Performance Management Programme follow up,  
Brian Palfrey - Library : 8 February
- \* Computer Awareness and Wordprocessing (Word) (3 days  
in total) - Library : 6-7, 13-14, 20-21 February
- \* Occupational Health & rehabilitation, Alison Wicks  
- Library : 16 May
- \* Seminar Discussion "Stranger in the Library"  
Craig Grimison and Carol Stiles - Library : 31 May
- \* Demonstration of MAIS (multicultural affairs data  
base), Lyn Farkas : 2 June
- \* Demonstration of Dissertation Abstracts on CD,  
Gwen McLellan - Library : 11 July
- \* Demonstration of Whitaker's Bookbank on CD,  
Jenny Ross - Library : 11 July
- \* Seminar for Student Assistants - Library : 21 July



- \* Demonstration of OTC Intelnet : 1 August
- \* Australian Information Management Assoc. Course  
- Macquarie University : 13-17 November

### **Craig Grimison**

- \* Stranger in The Library National Seminar on  
Cooperative Reader Education, L.A.A. : 4,5 May
- \* Session on using printers, Neil Cairns - Library  
: 15 May
- \* Occupational Health & Rehabilitation, Alison Wicks  
- Library : 16 May
- \* Seminar on Copyright, Australian Copyright Council  
: 18 May
- \* Visit to Wollongong City Library & BHP Coated  
Products Library : 30 May
- \* Seminar-discussion "Stranger in the Library"  
- Presenter - Library : 31 May
- \* Demonstration of MAIS (multicultural affairs data  
base), Lyn Farkas : 2 June
- \* Visit to TAFE Library & BHP Slab Products Library  
: 6 June
- \* Demonstration of Whitaker's Bookbank on CD,  
Jenny Ross - Library : 11 July
- \* General Introduction to Technical Services  
- Library : 13 July
- \* Reference Librarians Update Conference, A.L.I.A.,  
U.C.L.S. : 14 July
- \* Induction for New Staff - Administrative Functions,  
- Library Executives - Library : 20 July
- \* Seminar for Student Assistants - Library : 21 July
- \* Reference Services for Serials Staff - Carol Stiles  
- Library : 24 July
- \* Training in the use of Fire Extinguishers  
- University : 2 August
- \* Keyboard Skills - University : 25-29 September,  
2-6 October
- \* Visiting NSW and Sydney Universities, Libraries  
: 8, 9 November
- \* Australian Information Management Assoc. Course  
- Macquarie University : 13-17 November
- \* Reference Services Common Ties - Melbourne  
: 17-19 November
- \* Libraries and CD-ROM Seminar - Liverpool City  
Library ALIA - NSW Branch : 22 November

### **Hanif Haniffa**

- \* Seminar on superannuation, State Superannuation  
Board : 19, 20 January
- \* Job Seeking Skills - Peg Macleod - University  
: 11 April
- \* Occupational Health & Rehabilitation, Alison Wicks  
- Library : 16 May



- \* Demonstration of Whitaker's Bookbank on CD,  
Jenny Ross - Library : 11 July

#### **Tony Hassan**

- \* Computer Awareness and Wordprocessing (Word) (3 days in total) - Library : 6-7, 13-14, 20-21 February
- \* Job Seeking Skills - Peg Macleod - University : 11 April
- \* Occupational Health & Rehabilitation, Alison Wicks - Library : 16 May
- \* Training in the use of Fire Extinguishers - University : 1 August
- \* Visit James Bennett Library Suppliers : 13 November

#### **Rod Higham**

- \* Information Online 89 : 18 January
- \* Writing Skills & Report Writing, Louise Meyrick - Library : 23, 30 January
- \* Performance Management Programme follow up, Brian Palfrey - Library : 8 February
- \* OLC/ABN Users Group meeting : 9 March
- \* Job Seeking Skills - Peg Macleod - University : 11 April
- \* Selection Techniques - University : 24, 15 May
- \* Occupational Health & Rehabilitation, Alison Wicks - Library : 16 May
- \* Seminar-discussion "Stranger in the Library" Craig Grimison and Carol Stiles - Library : 31 May
- \* ABN Users group meeting : 22 June
- \* General Introduction to Technical Services - Library : 13 July
- \* General Introduction to Information Services - Library : 20 July
- \* Training in the use of Fire Extinguishers - University : 1 August
- \* ABN Users group meeting : 30 November

#### **Allison Hill**

- \* Performance Management Programme follow up, Brian Palfrey - Library : 9 February
- \* Computer Awareness and Wordprocessing (Word) (3 days in total) - Library : 6-7, 13-14, 20-21 February
- \* Personal Effectiveness Training (1/2 days) - Peg Macleod - University : 3-10, 20-27 July
- \* Occupational Health & Rehabilitation, Alison Wicks - Library : 16 May
- \* Demonstration of Dissertation Abstract on CD, Gwen McLellan - Library : 11 July
- \* Demonstration of Whitaker's Bookbank on CD, Jenny Ross - Library : 11 July
- \* Visit NSW Parliamentary Library : 28 July



**Sylvia Jacobs**

- \* Occupational Health & Rehabilitation, Alison Wicks  
- Library : 16 May
- \* General Introduction to Archives- Annabel Lloyd  
- Library : 25 September

**Deirdre Jewell**

- \* Writing Skills and Report Writing, Louise Meyrick  
- Library : 23, 30 January
- \* Seminar on using printers, Neil Cairns - Library  
: 15 May
- \* Occupational Health & Rehabilitation, Alison Wicks  
- Library : 16 May
- \* Workshop on Chemical Abstracts on-line and STN  
databases, Damon Ridley : 20 June

**Jane Lepp**

- \* Performance Management Programme follow up,  
Brian Palfrey - Library : 8 February
- \* Computer Awareness and Wordprocessing (WORD) (3 days  
in total) - Library : 6-7, 13-14, 20-21 February
- \* Occupational Health & Rehabilitation, Alison Wicks  
- Library : 16 May

**Annabel Lloyd**

- \* Visit to ANU Business & Labour Archives : 10 January
- \* Visit to MacQuarie University : 16 January
- \* Writing Skills & Report Writing, Louise Meyrick  
- Library : 23, 30 January
- \* Computer Awareness and Wordprocessing (Word) (3 days  
in total) - Library : 6-7, 13-14, 20-21 February
- \* Berry Historical Society - re Wardell Collection of  
Business Records
- \* Time Management - Louise Meyrick - University  
: 2 May
- \* Selection Techniques - University : 24-25 May
- \* Biannual Australian Society of Archivists  
Conference + Australian Council Archives meeting  
: 1-6 June
- \* Collecting Wardell Collection of Business Records  
: 3 July
- \* Occupational Health & Rehabilitation, Alison Wicks  
- Library : 15 May
- \* General Introduction to Archives - Annabel Lloyd  
- Library : 25 September



**Jo-anne Lombardi**

- \* General Introduction to Technical Services – Library : 13 July
- \* Induction for New Staff – Administrative Functions, – Library Executives – Library : 20 July
- \* General Introduction to Information Services – Library : 20 July
- \* General Introduction of Archives – Annabel Lloyd – Library : 25 September

**Felicity McGregor**

- \* Writing Skills and Report Writing, Louise Meyrick – Library : 23 January
- \* Occupational Health & Rehabilitation, Alison Wicks – Library : 16 May
- \* Visit to Wollongong City Library & BHP Coated Products Library : 30 May
- \* Visit to TAFE Library & BHP Slab Products Library : 6 June
- \* Demonstration of Whitaker's Bookbank on CD, Jenny Ross – Library : 11 July
- \* General Introduction to Technical Services – Library : 13 July
- \* Induction for New Staff – Administrative Functions – Library Executives – Library : 20 July
- \* Seminar for Student Assistants – Library : 21 July
- \* Performance Indicators Seminar (ALIA) – Sydney : 16 October

**Fiona McGregor**

- \* Basic Counselling Skills and Interview Techniques, – University : 10 October
- \* General Introduction to Archives – Annabel Lloyd : 25 September
- \* Visit James Bennett Library Suppliers : 13 November

**Gwen McLellan**

- \* Computer Awareness and Wordprocessing (Word) (3 days in total) – Library : 6-7, 13-14, 20-21 February
- \* Seminar on using printers, Neil Cairns – Library : 15 May
- \* Seminar-discussion "Stranger in the Library" Craig Grimison and Carol Stiles – Library : 31 May
- \* Demonstration of MAIS (multicultural affairs data base), Lyn Farkas : 2 June
- \* UMI products including CD's, Susan Orchard : 4 July
- \* Ausinet Training Seminar : 3 September
- \* General Introduction of Archives – Annabel Lloyd – Library : 25 September



**Annette Moon**

- \* Performance Management Programme follow up, Brian Palfrey – Library : 9 February
- \* Computer Awareness and Wordprocessing (Word) (3 days in total) – Library : 6-7, 13-14, 20-21 February
- \* Job Seeking Skills – Peg Macleod – University : 11 April
- \* Occupational Health & Rehabilitation, Alison Wicks – Library : 16 May
- \* General Introduction to Information Services – Library : 20 July
- \* Training in the use of Fire Extinguishers – University : 1 August

**Gary Norwell**

- \* Occupational Health & Rehabilitation, Alison Wicks – Library : 16 May
- \* Keyboard Skills – University : 3-14 July
- \* General Introduction to Technical Services – Library : 13 July
- \* Training in the use of Fire Extinguishers – University : 1 August
- \* Dealing with the Public – Louise Meyrick – University : 29 August

**Marion Pain**

- \* Writing Skills & Report Writing, Louise Meyrick – Library : 23, 30 January
- \* Performance Management Programme follow up, Brian Palfrey – Library : 9 February
- \* Management Seminar: Managing Yourself & Others, Peter Quarry : 27 February
- \* Computer Awareness and Wordprocessing (Word) (3 days in total) – Library : 6-7, 13-14, 20-21 February
- \* Selection Techniques – University : 24, 25 May
- \* Occupational Health & Rehabilitation, Alison Wicks – Library : 16 May
- \* General Introduction to Information Services – Library : 20 July
- \* Seminar for Student Assistants – Library : 21 July

**Norbert Pauly**

- \* Occupational Health & Rehabilitation, Alison Wicks – Library : 15 May

**Joan Phillips**

- \* Visiting the Stock Exchange Library : 26 January
- \* Computer Awareness and Wordprocessing (Word) (3 days in total) – Library : 2-3, 7-10, 16-17 February
- \* State Superboard "Working Beyond 60" : 9 May



- \* Seminar on using printers, Neil Cairns – Library : 15 May
- \* Occupational Health & Rehabilitation, Alison Wicks – Library : 16 May
- \* Demonstration of MAIS (Multicultural affairs data base) Lyn Farkas : 2 June
- \* Demonstration of Whitaker's Bookbank on CD, Jenny Ross – Library : 11 July
- \* Demonstration of OTC Intelnet : 1 August
- \* OZline Training Session – Sydney : 24 August
- \* VALA Conference – Melbourne : 10-16 November
- \* General Introduction to Archives – Annabel Lloyd – Library : 25 September

#### **Nina Pierro**

- \* Performance Management Programme follow up, Brian Palfrey – Library : 8 February
- \* Computer Awareness and Wordprocessing (Word) (3 days in total) – Library : 6-7, 13-14, 20-21 February
- \* Microsoft word – ITC Computer Training : 27, 28 June
- \* Training in the use of Fire Extinguishers – University : 1 August

#### **Sheree Pupovac**

- \* Performance Management Programme follow up, Brian Palfrey – Library : 8 February
- \* Computer Awareness and Wordprocessing (Word) (3 days in total) – Library : 6-7, 13-14, 20-21 February
- \* Job Seeking Skills – Peg Macleod – University : 11 April
- \* Time Management – Louise Meyrick – University : 2 May
- \* Occupational Health & Rehabilitation, Alison Wicks – Library : 16 May
- \* Demonstration of Whitaker's Bookbank on CD, Jenny Ross – Library : 11 July
- \* Training in the use of Fire Extinguishers – University : 1 August

#### **Rita Rando**

- \* IAML – NSW Division – meeting – Sydney : 6 November

#### **Carol Richards**

- \* General Introduction to Technical Services – Library : 13 July
- \* General Introduction to Information Services – Library : 20 May
- \* General Introduction to Archives – Annabel Lloyd : 25 September



### Frances Riva

- \* Performance Management Programme follow up,  
Brian Palfrey – Library : 9 February
- \* Computer Awareness and Wordprocessing (Word) (3 days  
in total) – Library : 6-7, 13-14, 20-21 February
- \* Job Seeking Skills – Peg Macleod – University  
: 11 April
- \* Occupational Health & Rehabilitation, Alison Wicks  
– Library : 16 May
- \* Training in the use of Fire Extinguishers  
– University : 1 August
- \* General Introduction to Archives – Annabel Lloyd  
– Library : 25 September

### Jenny Ross

- \* Writing Skills & Report Writing, Louise Meyrick  
– Library : 23, 30 January
- \* Performance Management Programme follow up,  
Brian Palfrey – Library : 8 February
- \* Computer Awareness and Wordprocessing (Word) (3 days  
in total) – Library : 2-3, 7-10, 16-17 February
- \* ACLIS Collection Development sub-committee  
: 20 February
- \* ACLIS Collection Development sub-committee : 19 June
- \* UMI products including CD's, Susan Orchard : 4 July
- \* ACLIS Collection Development sub-committee : 17 July
- \* Demonstration of Dissertation Abstracts on CD,  
Gwen McLellan – Library : 11 July
- \* Demonstration of Whitakers Bookbank on CD, Presenter  
– Library : 11 July
- \* ACLIS Collection Development sub-committee : 27 July
- \* Training in the use of Fire Extinguishers  
– University : 1 August
- \* Australian Bookseller's Assoc. Conference and Trade  
Fair – Sydney : 14 September
- \* General Introduction to Archives – Annabel Lloyd  
– Library : 25 September
- \* Visit James Bennett Library Suppliers : 13 November

### Leone Ross

- \* Performance Management Programme follow up,  
Brian Palfrey – Library : 8 February
- \* Computer Awareness and Wordprocessing (Word) (3 days  
in total) – Library : 2-3, 7-10, 16-17 February
- \* Occupational Health & Rehabilitation, Alison Wicks  
– Library : 16 May
- \* General Introduction to Information Services  
– Library : 20 July



### Karen Samways

- \* Performance Management Programme follow up,  
Brian Palfrey - Library : 9 February
- \* Computer Awareness and Wordprocessing (Word) (3 days  
in total) - Library : 2-3, 7-10, 16-17 February
- \* Occupational Health & Rehabilitation, Alison Wicks  
- Library : 16 May
- \* General Introduction to Archives - Annabel Lloyd  
- Library : 25 September

### June Sassall

- \* Training in the use of Fire Extinguishers  
- University : 2 August
- \* General Introduction to Archives - Annabel Lloyd  
- Library : 25 September

### Saad Sefein

- \* Occupational Health & Rehabilitation, Alison Wicks  
- Library : 16 May
- \* Seminar-discussion "Stranger in the Library"  
Craig Grimison and Carol Stiles - Library : 31 May
- \* Demonstration on Whitaker's Bookbank on CD,  
Jenny Ross - Library : 11 July
- \* General Introduction to Technical Services - Library  
: 13 July
- \* General Introduction to Information Services  
- Library : 20 July
- \* Training in the use of Fire Extinguishers  
- University : 1 August
- \* Retirement Preparation Seminar - Sydney  
: 16, 17 October

### John Shipp

- \* ACLIS meeting - Sydney : 11 April
- \* Visiting Institute of Technology : 20 April
- \* CAUL meeting - Canberra : 24 April
- \* Visit to Wollongong City Library & BHP Coated  
Products Library : 30 May
- \* Demonstration of MAIS (multicultural affairs data  
base) Lyn Farkas : 2 June
- \* Visit to TAFE Library & BHP Slab Products Library  
: 6 June
- \* Induction for New Staff - Administrative Functions,  
- Library Executives - Library : 20 July
- \* Seminar for Student Assistants - Library : 21 July
- \* OLC Meeting - Sydney : 29 November



**Wendy Shoulder**

- \* Performance Management Programme follow up,  
Brian Palfrey – Library : 9 February
- \* Job Seeking Skills – Peg Macleod – University  
: 11 April

**Augusta Stanizzo**

- \* General Introduction to Technical Services – Library  
: 13 July
- \* Induction for New Staff – Administrative Functions,  
– Library Executives – Library : 20 July
- \* General Introduction to Information Services  
– Library : 20 July
- \* Training in the use of Fire Extinguishers  
– University : 2 August
- \* University Finances – University : 19 September
- \* Keyboard Skills – Susan Smith – University  
: 25 September, 6 October

**Bernadette Stephens**

- \* Performance Management Programme follow up,  
Brian Palfrey – Library : 9 February
- \* Computer Awareness and Wordprocessing (Word) (3 days  
in total) – Library : 2-3, 7-10, 16-17 February
- \* Time Management Seminar – Louise Meyrick  
– University : 2 May
- \* Occupational Health & Rehabilitation, Alison Wicks  
– Library : 16 May
- \* UMI products including CD's, Susan Orchard – Library  
: 4 July
- \* Demonstration of Dissertation Abstracts on CD,  
Gwen McLellan – Library : 11 July
- \* Demonstration of Whitaker's Bookbank on CD,  
Jenny Ross – Library : 11 July
- \* General Introduction to Technical Services – Library  
: 13 July
- \* Training in the use of Fire Extinguishers  
– University : 1 August
- \* Australian Bookseller's Assoc. Conference and Trade  
Fair – Sydney : 14 September
- \* University Finances – General Staff – University  
: 19 September
- \* General Introduction to Archives – Annabel Lloyd  
– Library : 25 September
- \* Visit James Bennett Library Suppliers : 13 November



**Carol Stiles**

- \* Information Online 89 : 17-19 January
- \* Writing Skills & Report Writing, Louise Meyrick  
- Library : 23, 30 January
- \* Performance Management Programme follow up,  
Brian Palfrey - Library : 8 February
- \* Computer Awareness and Wordprocessing (Word) (3 days  
in total) - Library : 2-3, 7-10, 16-17 February
- \* Stranger in the Library National Seminar on  
Cooperative Reader Education, L.A.A : 4, 5 May
- \* Seminar on using printers, Neil Cairns - Library  
: 15 May
- \* Occupational Health & Rehabilitation, Alison Wicks  
- Library : 16 May
- \* Seminar-discussion "Stranger in the Library"  
Presenter - Library : 31 May
- \* Demonstration of MAIS (multicultural affairs data  
base) Lyn Farkas - Library : 2 June
- \* Workshop on Chemical Abstracts on-line and STN  
databases, Damon Ridley : 20 June
- \* UMI products including CD's, Susan Orchard - Library  
: 4 July
- \* Demonstration of Dissertation Abstract on CD,  
Gwen McLellan - Library : 11 July
- \* Demonstration of Whitaker's Bookbank on CD,  
Jenny Ross - Library : 11 July
- \* Reference Librarian Update Conference, A.L.I.A.  
- U.C.L.S : 14 July
- \* Reference Services for Serials staff, Presenter  
- Library : 24 July
- \* Training in the use of Fire Extinguishers  
- University : 2 August
- \* Australian Bookseller's Assoc. Conference and Trade  
Fair - Sydney : 14 September
- \* General Introduction to Archives - Annabel Lloyd  
- Library : 25 September
- \* DIALOG - Beyond the basics - Sydney : 5 December

**Mary Tow**

- \* Performance Management Programme follow up,  
Brian Palfrey - Library : 9 February
- \* Computer Awareness and Wordprocessing (Word) (3 days  
in total) - Library : 2-3, 7-10, 16-17 February
- \* Seminar on using printers, Neil Cairns - Library  
: 15 May
- \* Occupational Health & Rehabilitation, Alison Wicks  
- Library : 16 June
- \* Demonstration of MAIS (multicultural affairs data  
base) Lyn Farkas : 2 June
- \* Workshop on Chemical Abstracts on-line and STN  
databases, Damon Ridley : 20 June



- \* Demonstration of Whitaker's Bookbank on CD,  
Jenny Ross – Library : 11 July
- \* Demonstration of OTC Intelnet : 1 August
- \* Training in the use of Fire Extinguishers  
– University : 2 August
- \* DIALOG Business Seminar – Sydney : 16 August

#### **Bill Trueman**

- \* Occupational Health & Rehabilitation, Alison Wicks  
– Library : 16 May

#### **Elly VanLeeuwen**

- \* Occupational Health & Rehabilitation, Alison Wicks  
– Library : 16 May
- \* UMI products including CD's, Susan Orchard : 4 July

#### **Maria Vandenbrink**

- \* Performance Management Programme follow up,  
Brian Palfrey – Library : 9 February
- \* Computer Awareness and Wordprocessing (Word)  
(3 days in total) – Library : 2-3, 7-10, 16-17  
February
- \* Occupational Health & Rehabilitation, Alison Wicks  
– Library : 16 May
- \* UMI products including CD's, Susan Orchard : 4 July
- \* Demonstration of Dissertation Abstracts on CD,  
Gwen McLellan – Library : 11 July
- \* General Introduction to Information Services  
– Library : 20 July
- \* Reference Services for Serials Staff – Carol Stiles  
– Library : 24 July
- \* Training in the use of Fire Extinguishers  
– University : 1 August

#### **Gwen Vardareff**

- \* Performance Management Programme follow up,  
Brian Palfrey – Library : 9 February
- \* Computer Awareness and Wordprocessing (Word)  
(3 days in total) – Library : 6-7, 13-14, 20-21  
February
- \* General Introduction to Technical Services – Library  
: 13 July
- \* General Introduction to Information Services  
– Library : 20 July



**Elizabeth White**

- \* Writing Skills & Report Writing, Louise Meyrick  
– Library : 23, 30 January
- \* Performance Management Programme follow up,  
Brian Palfrey – Library : 8 February
- \* Job Seeking Skills – Peg Macleod – University  
: 11 April
- \* Time Management Seminar – Louise Meyrick  
– University : 2 May
- \* Occupational Health & Rehabilitation, Alison Wicks  
– Library : 16 May
- \* General Introduction to Information Services  
– Library : 20 July
- \* Seminar for Student Assistants – Library : 21 July
- \* University Finances – General Staff : 19 September
- \* Basic Counselling Skills and Interview Techniques  
– University : 10 October
- \* General Introduction to Archives – Annabel Lloyd  
– Library : 25 September
- \* Basic Counselling Skills and Interview Techniques  
Workshop – University : 10 October
- \* Visit James Bennett Library Suppliers : 13 November



**STAFF MEMBERS****ADMINISTRATION****University Librarian**

John Shipp BA, Dip Ed, Dip Arch Admin, ALAA

**Deputy University Librarian**

Felicity McGregor BA, Dip Lib, ALAA

**Secretary**

Jo-anne Lombardi (from July)

**Administrative Assistant**

Kath Cave

**Clerk**

Augusta Stanizzo (from July)

**TECHNICAL SERVICES DIVISION****Technical Services Librarian**

Vacant from March

**ACQUISITIONS****Acquisitions Librarian**

Jenny Ross BA, ALAA

Anne Brown

Petra Carpenter

Lorraine Denny

Sherilee Gardiner (from August)

Tony Hassan

Allison Hill

Fiona McGregor (from September)

Lois de Graaff BA, ALAA (Resigned March)

Bernadette Stephens

William Trueman (Retired July)

Ellice Van Leeuwen (Retired July)



## SERIALS

**Serials Librarian**

Carole Alcock BA, ALAA

**Government Publications Librarian**

Pam Epe BA, ALAA

Liza Allen

Helen Andrews

Cheryl Brindle-Jones

Bronwyn Donald (from July)

Maria Vandenbrink BA

## CATALOGUING

**Senior Cataloguer**

Rod Higham BA

Hanif Haniffa BA, Dip Lib, ALAA (Retired July)

Josephine Jordan (on leave)

Annette Moon

Sheree Pupovac ALAA

Rita Rando BA, Dip Ed

Leone Ross

Karen Samways

Saad Sefein BA, ALAA

Penny Verrall (from October)

**Bibliographic Services**

Sharat Arora MA, MLS, Dip Lib Sc, Dip Russian

## LOANS

**Loans Librarian**

Neil Grant BA, Dip Lib

Kerry Benny (from June)

Dianne DeFaveri

Gayle DeFaveri (Resigned June)

Annette Funnell (from March)

Jane Lepp (Resigned May)

Marion Pain

Norbert Pauly

Gary Norwell

Carol Richards (from June)

Frances Riva

Gwen Vardareff

Elizabeth White BA



## INFORMATION SERVICES

### **Reader Services Librarian**

Craig Grimison BA, ALAA (from April)

### **Online Services Librarian**

Mary Tow BA, ALAA

### **Reader Education Librarian**

Meg Dains MA, ALAA (Resigned Aril)

### **Reference Librarian**

Carol Stiles BA (from June)

### **Faculty Librarians**

Janette Burke BA, ALAA (from October)

Deirdre Jewell BA, Dip Lib (Science)

Donelle Lutton BA, ALAA (from October)

Gwen McLellan BA, BEd, ALAA (Arts)

Joan Phillips BA, ALAA (Commerce)

### **Interlibrary Loans**

Gay Antonopoulos BA, ALAA

Raji George BA

June Sassall

Nina Pierro

### **Non-Book Materials**

Keith Gaymer BA, Dip Lib, ALAA

## CURRICULUM RESOURCES

### **Curriculum Resources Librarian**

Rosemarie Dowe BA, Dip Lib, ALAA

Paula Brown

Michelle Chilby

## ARCHIVES

### **Archivist**

Annabel Lloyd BA, Dip Inf Management (Archives)

## SYSTEMS

### **Systems Librarian**

Neil Cairns BA, Dip Lib



STATISTICS

<b>BOOK STOCK - Central Library</b>	<b>1987</b>	<b>1988</b>	<b>1989</b>
Monographs	263,090	274,232	285,039
Serials	107,177	111,251	115,655
Current serial subscriptions	3,622	3,709	4,428

<b>LOANS</b>	<b>1987</b>	<b>1988</b>	<b>1989</b>
<b>Central Library</b>			
General	211,476	199,980	237,328
Reserve	78,412	91,056	64,819
<b>Curriculum Resources</b>			
General	24,583	27,333	27,206
Reserve	15,399	16,699	19,582
<b>Total</b>	<b>329,870</b>	<b>335,068</b>	<b>348,935</b>
<b>Entry Gate - Central Library</b>	<b>528,512</b>	<b>553,387</b>	<b>610,295</b>

<b>INTERLIBRARY LOANS</b>	<b>1987</b>	<b>1988</b>	<b>1989</b>
<b>Requested by Wollongong</b>	<b>6,228</b>	<b>8,211</b>	<b>8,589</b>
<b>Items received</b>	<b>5,965</b>	<b>7,339</b>	<b>7,619</b>
<b>Requested from Wollongong</b>	<b>4,445</b>	<b>5,489</b>	<b>5,932</b>
<b>Items supplied</b>	<b>3,225</b>	<b>3,900</b>	<b>4,310</b>



ACQUISITIONS	1987	1988	1989
Monographs - new titles	7,257	6,927	9,333
Monographs - additional titles	475	494	710
Monographs - donations	121	1,981	764
Audio cassettes	52	45	26
Compact discs	1	363	33
Discs (software)	20	40	
Kits and games	12	2	1
Maps	22	1	11
Microfiche (inc. serials)	1,291	29	2,745
Microfilms (inc. serials)	98	114	103
Motion films	1	0	0
Records (phonodiscs)	3	7	22
Sheet music	53	6	6
Transparencies - slides	99	286	50
Videos	36	88	47



<b>CATALOGUING</b>	<b>1987</b>	<b>1988</b>	<b>1989</b>
<b>Monographs</b>			
New titles	9,059	10,077	11,917
Additional copies	764	961	1,545
Retrospective	250	0	
<b>Serials</b>			
New titles	220	258	716
Title changes	1,919	570	157
<b>Non-book</b>			1,432
<b>Curriculum Resources</b>			
Monographs			
new titles	547	646	525
additional copies	183	121	30
pamphlets	0	512	365
Non-book titles	201	216	392

<b>CDROM Usage - 1989</b>		
<b>Data Base</b>	<b>Searches</b>	<b>Training Sessions</b>
ABI/Inform	827	119
Bussines Periodicals Index	30	16
Dissertation Abstracts	64	10
CCINFO	7	-
ERIC	259	58
Medline	285	42
Psyclit	441	61
<b>Total</b>	<b>1,913</b>	<b>306</b>



<b>Reader Education Statistics – 1989</b>		
<b>Faculty</b>	<b>No. of Students</b>	<b>No. of Classes</b>
Arts	670	36
Commerce	862 *	13
Education	139	15
Engineering	43	3
Maths	19	1
Science	351	40
Wollongong English Language Centre		13
TAFE	50	5
Mature Age	80	7
Riverina		2
Gateway (SLAP) Student Learning Assistance Program	45	4
Overseas students	30	2
High School	10	1
<b>Total</b>	<b>2,299</b>	<b>142</b>

\* includes 560 students addressed in 4 lectures

<b>Information Desk Enquires July – December 1989</b>	
Directional	2,626
Catalogue	2,213
Reference	2,382
Audio-Visual	417
Telephone	2,153
Other	5,335
<b>Total</b>	<b>15,126</b>